

GIS Job Opening: Utah County - GIS Manager

Contributed by Zach Beck
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UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 Fax: (801) 851-8166 JOB HOTLINE: (801) 851-8585 <http://www.utahcountyonline.org>

POSITION: GIS MANAGER Posting#2900-0311sr

REQUIRED ATTACHMENTS TO APPLICATION:

• College transcripts and/or diploma No Internet printouts (for College credit)

STARTING SALARY: Step 56, \$69,264.00 annually *(plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: March 2, 2011 CLOSING DATE: March 16, 2011

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

JOB SUMMARY:

Under general supervision of the Director-Information Systems, performs supervisory and technical GIS administrative work in managing and directing all GIS activities for Utah County Government.

DUTIES INCLUDE:

Manages and coordinates all programs and activities of the County's GIS functions including providing technical assistance and enhancement of programs to meet the needs of various County departments, government agencies, volunteer groups, and the public.

Acts as the County's primary point-of-contact for GIS related issues.

Supervises, plans, coordinates, and directs the work of GIS functions including developing and implementing goals, objectives, policies, procedures, and GIS work standards.

Makes staffing decisions within the GIS Division regarding hiring, training, performance evaluation, scheduling and assigning work loads, and assigning work locations.

Oversees the design and maintenance of the County's GIS database.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: computer programming and design techniques, languages and object-oriented programming tools; civil engineering, cartography, cartographic principles, surveying and drafting; supervisory techniques; administrative principles relating to goal setting, employee evaluations, and program development coordination; laws, codes, and regulations related to the development and implementation of a Geographic Information System. Considerable Knowledge of: ESRI's current lineup of GIS database, mapping and analysis software and GIS application development packages. Skill in: document composition; reading, writing, and advanced math; making oral presentations. Advanced Skill in: database architecture, data modeling, data normalization, data factoring, and data archiving; utilizing geographic information systems. Ability to: develop and maintain cooperative working relationships with elected officials, department heads, and other stake-holders contacted during the course of work activities; communicate effectively verbally and in writing; maintain files and detailed and accurate records and reports; prioritize and coordinate and multiple tasks efficiently; supervise and train others effectively.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor's degree in geographic information systems, geography, planning, computer science, or a related field and five (5) years of experience in GIS database management of an ArcSDE database enterprise system of which two years are in a supervisory capacity. Must have extensive experience using ESRI products (ArcGIS Desktop, extensions and GIS Server products). Equivalent combinations of education and experience may also be considered, or equivalent combination of experience and education. Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. NO POSTMARKS OR RESUMES. Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

